**Part A Minutes of a hybrid meeting of the Board of Avenue Services (NW) Limited held on Thursday 7 September 2023.**

Attendance record since AGM December 2022

**Present**

William Hogg, Chairman 4/4

Sarah Orme, Board Director 4/4

Nigel Pell-Ilderton, Board Director 4/4

Gus Cairns, Board Director 4/4

Alan Smith, Board Director 2/2

Sheila Little, Board Director 3/4

Colleen Eccles, Board Director 2/4

**Apologies**

Margaret Parker, Board Director 1/2

**In attendance**

Emma Evans, Sanctuary Group, Director of Group Finance

Rob Watkins, Sanctuary Group, Regional Director - Housing and Property

James Rone, Sanctuary Group, Head of Finance - Housing

Julia Nundy, Sanctuary Housing, Head of Neighbourhood Operations - Housing and Property

Helen Kelly, Avenue Services, Team Secretary

Claire Matthews, Cheshire West and Chester Council, Senior Service Business Manager - Shareholder and Traded Services

**48/09/23 APOLOGIES**

The Board noted there were apologies from Margaret Parker.

The Chairman reported that the meeting had been duly convened and that a quorum was present for the purposes of business to be considered and if thought fit, resolutions to be passed at the meeting.

**49/09/23 DECLARATIONS OF INTEREST**The Chairman reminded the Directors of the need, as a subsidiary of Sanctuary Housing Association, in accordance with the provisions of Sanctuary Group’s Standing Orders and Financial Regulations, to disclose any personal interests in relation to matters under consideration at the meeting.

It was noted that such disclosures would be recorded under the relevant agenda items for ease of reference when producing ‘extract minutes’.

**50/09/23 MINUTES OF PART A OF THE MEETING HELD ON 22 JUNE 2023**Part A of the minutes of the meeting held on 22 June 2023 were agreed as a true record and arrangements were made for the Chairman to sign them via DocuSign.

**51/09/23 ACTION POINTS AND MATTERS ARISING**The Board noted updates on the actions below.

1. **Blacon Health Hub (19/09/20)**

The Chairman provided an update on the Blacon Health Hub received from Danielle Wrigley, Senior Development Manager, Sanctuary Group**.**

The Board noted that a permanent tenant had not yet been secured, however negotiations continued with Cheshire and Wirral Partnership who had committed to taking a proposal to their Board for approval. If approved work could then be undertaken to complete costs, design and a draft lease.

*The Board requested a further update at the next meeting.*

1. **Avenue Services Performance (52/09/21)**

Claire Matthews advised there was no further update on the proposal submitted to the Council for the Blacon Cemetery contract and potential opportunities for Avenue Services to undertake further grounds maintenance work on behalf of the Council. *Discussions continued and a further update would be provided at the next meeting.*

1. **29/06/23 - Process for the Appointment of Community Director**

The Board selected Julia Nundy, William Hogg and Colleen Eccles to form the interview panel for the recruitment of a new appointment of Community Director. The vacancy would be advertised via social media, local noticeboards and at various community sites on 6 October 2023. The successful candidate would be announced at the November board meeting.

**52/09/23 CHAIRMAN’S REPORT**

The Chairman advised that he had no items to raise under this agenda item.

**53/09/23 AVENUE SERVICES PERFORMANCE**

The Chairman provided an update on Avenue Services performance for the first quarter of 2023/2024 and confirmed that there were four operational indicators outside of the target tolerance set.

The number of neighbourhood plan projects in contract, projects completed and total expenditure against budget were below target following the delay in approving the 2023/2024 Neighbourhood Plan due to the election period.

The Board noted that 17 of the 19 projects were now in contract, two projects had been completed and expenditure was on target.

Income from Blacon Adventure Playground (the Adventure Playground) was significantly above target following a successful funding bid from Edsential of £12,000 to deliver the 2023 Summer Programme.

Three compliments had been received, one for the cleaning and caretaking team, one for the grounds team and one for the neighbourhood’s team.

Four grass cuts had been completed for the quarter exceeding standards set out in the Service Level Agreement with the Council.

The Board expressed their thanks to the cleaning and caretaking team for carrying out additional work to remove areas of fly tipping across Blacon and also the grounds maintenance team for their additional work in assisting with a major clean up at the Blacon allotments.

**54/09/23 BUSINESS INITIATIVES UPDATE**

The Chairman provided an update on the following business initiatives.

**Easter Holiday Programme 2023**

Staff at the Adventure Playground had held a busy schedule of activities, including Easter egg hunts, for children and families in Blacon. Following a successful funding bid from Edsential a programme of activities and food provision were provided to over 300 children and families over the Easter holiday.

**Kings Coronation Celebration**

On Saturday 6 May 2023 the Adventure Playground staff hosted an event to celebrate the Kings Coronation. One hundred and fifty children attended the event which included a traditional afternoon tea and lots of activities. The children enjoyed making hats and decorations beforehand to decorate the playground in a traditional ‘street party’ style.

The Board expressed their thanks to Sandra Hewitt and the Adventure Playground team for all their hard work in delivering so many events and activities including an exceptional Summer Programme. *The Board requested that the team be recognised for the continued work accordingly.*

**55/09/23 ANY OTHER BUSINESS**

There being no other business the Chairman confirmed the meeting closed.

**Date of next meeting: Thursday 23 November 2023**